



**Government of Rajasthan**  
**Public Financial Management and Training Institute, Jaipur**  
 Plot No. 2, CoERRA Bhawan (Ground Floor) Opp. Aranya Bhawan, Jhalana Institutional Area, Jaipur-302004  
**Website:-**[www.pfmti.rajasthan.gov.in](http://www.pfmti.rajasthan.gov.in) **E-Mail:-**[pfmti@rajasthan.gov.in](mailto:pfmti@rajasthan.gov.in)

**Institutional Training Program of Jr. Accountant Batch- II**  
**at Jail Training Institute, Ajmer - 25-29 August, 2025**

Session	Time	Topic	Resource Person
Day 1: Monday, 25.08.2025			
	09:15 AM to 09:45 AM	Registration	Team PFMTI
I	09:45 AM to 11:15 AM	Inauguration	CEO, PFMTI, DTA and Team PFMTI
II	11:30 AM to 01:00 PM	GF&AR (Definitions and General Methods of financial management & control) Chapter I-II	Sh. Meva Ram Jat Ex. Director, LFAD 9413200465
III	02:00 PM to 03:30 PM		
IV	03:45 PM to 05:15 PM	RSR (Introduction or Definitions)	Dr. Yogesh Narania Sr. AO Dept. of Ayurveda 9214582582
	05:15 PM to 05:45 PM	Summing up by Participants	
Day 2: Tuesday, 26.08.2025			
	09:15 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:15 AM	RSR (Definitions and General Condition of service)	Sh. Rakesh Utreja AAO-I PTC, Ajmer 9772043777
II	11:30 AM to 01:00 PM		
III	02:00 PM to 03:30 PM	GF&AR (Revenue and receipt - essential elements of expenditure and withdrawal of the amount of expenditure) Chapter-III	Sh. D. S. Dayma CAO ZP Ajmer 8619918155
IV	03:45 PM to 05:15 PM	Overview of RTPP Act 2012 and Rules 2013.	Sh. P. R. Saini JD (F&A), PFMTI, Jaipur 8875224962
	05:15 PM to 05:45 PM	Summing up by Participants	
Day 3: Wednesday, 27.08.2025			
	09:15 AM to 09:45 AM	RECAP	By Day Officer
I	09:45 AM to 11:15 AM	Basic principles of accounting	Sh. Mohindra Punjabi AAO-I WCD, Ajmer 9928131990
II	11:30 AM to 01:00 PM	Books of initial and subsidiary accounts, cash book, journal	
III	02:00 PM to 03:30 PM	Fundamental Principal of Public Procurement.	Sh. P. R. Saini JD (F&A), PFMTI, Jaipur
IV	03:45 PM to 05:15 PM	GF&AR (Chapter-IV)	Sh. D. S. Dayma CAO ZP Ajmer
	05:15 PM to 05:45 PM	Summing up by Participants	





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Session	Time	Topic	Resource Person
Day 4: Thursday, 28.08.2025			
	09:15 AM to 09:45 AM	Recap	By Day Officer
I	09:45 AM to 11:15 AM	RTPP Act & Rules (Methods of Procurement) Spot Purchase, RFQ, Limited Bidding, Single Source, Procurement through Notified Agencies, MSME procurement, Procurement without quotation.	Sh. P. R. Saini JD (F&A), PFMTI, Jaipur
II	11:30 AM to 01:00 PM	RSR (Addition to pay and combination of appointment)	Sh. Rakesh Utreja AAO-I PTC, Ajmer
III	02:00 PM to 03:30 PM	GF&AR (Chapter-V)	Sh. Gaurav Somani Sr. AO, ZP Bhilwara 9461339063
IV	03:45 PM to 05:15 PM	GF&AR (Chapter-VI)	
	05:15 PM to 05:45 PM	Summing up by Participants	
Day 5: Friday, 29.08.2025			
	09:15 AM to 09:45 AM	Recap	By Day Officer
I	09:45 AM to 11:15 AM	GF&AR (Chapter VII-VIII)	Sh. Gaurav Somani Sr. AO, ZP Bhilwara
II	11:30 AM to 01:00 PM	GF&AR (IX)	
III	02:00 PM to 03:30 PM	Books of initial and subsidiary accounts, cash book, journal	Sh. Mohindra Punjabi AAO-I WCD, Ajmer
IV	03:45 PM to 05:15 PM		
	05:15 PM to 05:45 PM	Summing up by Participants	

**Tea Break :** 11:15 AM to 11:30 AM  
 03:30 PM to 03:45 PM

**Lunch Break :** 01.00 PM to 02.00 PM